

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:344-971**

### Quotations are Due By:

(Eastern Time) 10:00 AM on 08/01/2008

Submit Fax Quotes to: 00000000

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

**TITLE:** Merit System Principles Wallet Card

**QUANTITY:** 39950 cards, % +/- none and complete set of electronic files on CD-R.

**TRIM SIZE:** 3-3/8 x 2-1/8"

### **SCHEDULE:**

Furnished Material will be available for pickup by 08/01/2008

Deliver complete (to arrive at destination) by 08/29/2008

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

**PRINTING:** Card prints on White plastic material in (total of 3 colors); 2 colors (Black and PMS) on face and back (head to head), images consist of flat tone (agency seal), solid ink coverage with reverse elements plus black and color type matter; bleeds along top and both sides. Contractor to convert eps graphic file (agency seal) from 4-color black to black only.

**FINISHING:** Round all outside corners (approximately 1/8" radius).

**DIGITAL DELIVERABLE:** The contractor shall make all revisions to the final electronic files (ie correction of eps file). Upon completion the contractor must furnish one set of final production files in native application format (digital deliverable) and a press quality, searchable Adobe Acrobat 6.x (PDF v 1/5) file, without hyperlinks, video or any other dynamic features (repurposed deliverable). The digital deliverables must be an exact representation of the final printed product. Electronic media is to be furnished on CD-R written in and compliant with ISO 9660. The CD-R is to be labeled with jacket number, req. number, title and form number and delivered in a suitable case or sleeve.

**25,000 SUPT. DOCS. SALES COPIES:** Contractor to generate ISBN, EAN barcode and Price Add-On barcode. These elements must be printed along with the superintendent of documents 'For Sale By...' line and stock number, in black ink on a permanent adhesive label and applied to the shrink wrapped packaging. The ISBN must be printed in human-readable interpretation and barcoded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005. The Government will e-mail the Contractor "For Sale By...." line upon request.

ISBN: ISBN 978-0-16-081207-1. Stock number 006-000-01555-7.

### **MATERIAL FURNISHED:** Contractor to pickup at GPO:

.One CD-R, created on an IBM compatible system with Windows XP using Adobe InDesign CS and Adobe Illustrator CS in native and PDF formats. Fonts and graphics are furnished.

Note: Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that such features as bleeds, register marks, and correct file output selection have been

provided for, so as to correctly generate output for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors.

.One GPO Form 952 (Desktop Publishing - Disk Information).

.One previous printed sample for use as a general guide and stock sample.

.One sets of one sided color visuals (untrimmed).

.One printed Rider Distribution Report and corresponding 3-1/2" floppy disk, IBM Tab Delimited ASCII file formatted, for mailing - Rider List addresses are not zip code sorted.

.One GPO Form 2678 & 917 (departmental random copies-blue label).

.GPO Form 905 (labeling and marking specifications).

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order Glossy White Semi-rigid Calendered Plastic, approximately .015" thick. (Match furnished sample).

**COLOR OF INK:**

PMS 301(blue), PMS 1797(red) and Black. (Inks must be compatible for use on plastic material as specified).

**PRINT PAGE:** Head to Head

**MARGINS:**

Follow electronic media: bleeds 3 sides.

**PROOFS:**

**PRIOR TO PRODUCTION SAMPLES:** The sample requirement for this contract is not less than 10 printed samples. Each sample must be constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

. Samples must be submitted prior to commencement of production of the contract quantity, in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

Send samples together with the Digital Deliverable CD (see 'Description') directly to: OPM, Lisa Adgerson/8-00480 , 1900 E Street, NW, Room B457, Washington, DC 20415 (202-606-1844). Inside delivery required, Deliver or Ship via traceable means.

. Contractor must call GPO Contract Compliance Section at 1-800-424-9470, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering samples and immediately upon receiving an "OK to print". The Government will approve, conditionally approve or disapprove the samples within three (3) workdays of the receipt thereof. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

**PACKING:**

Shrink film wrap in units of 25. Pack in suitable container(s) NTE 40 lbs. Contractor must mark all shipping container labels with the associated requisition numbers listed on the "Rider Distribution Report".

GPO/Supt. Doc. Sales copies: 25,000 cards shrink wrap in units of 25. Apply Supt. Docs Sales label (see 'Description' for further information.) In addition to regular markings, include stock number on GPO Sales shipping container labels. ISBN: ISBN 978-0-16-081207-1. Stock number 006-000-01555-7.

**DISTRIBUTION:**

All deliveries must be shipped via traceable means with Signed Signature Receipt (No Exceptions) to arrive at destination by the scheduled delivery date with inside delivery required for all:

100 copies (includes 50 random blue label copies) to: OPM, Reginald LaFond/8-00480, 1900 E Street, NW, Room 6484, Washington, DC 20415.

5 sample copies, All Furnished Material and Final Digital Deliverable CD to: OPM, Lisa Adgeron/8-00480, 1900 E Street, NW, Room B457, Washington, DC 20415 (202-606-1844).

25,000 Sales copies to: Document Warehouse, Receiving Branch, U.S. Government Printing Office, 8660 Cherry Lane, Laurel, MD 20707-4950, M/F: Supt Docs Sales, Req 8-01379

Deliver a total of 14,850 copies in accordance with the furnished address file and corresponding printed "Rider Distribution Report" list to 20 separate destinations. Quantities to each destination followed by zip code in parenthesis as follows:

2500 (20401), 112 (20737), 100 (20410), 100 (20240-0001), 150 (20210), 600 (22209), 6000 and 300 and 3 (20590), 75 (02142), 100 (32407-7016), 2000 (20374-5072), 100 (96861), 50 (22060), 525 (20415), 1000 (27703), 1000 (20036-4505), 100 (32899), 10 and 25 (20420).

Deliver 1 sample copy via traceable means to: U.S. Government Printing Office, 732 North Capitol Street, NW, AST-5, Room C-817, Washington, DC 20401, Attn: Trevor Bentz, jkt 344-971 (202-512-1239).

**INSIDE DELIVERY REQUIRED**

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**QUALITY ASSURANCE STANDARDS:** The following standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	- Approved Prior to Production Samples/Furnished Electronic Media
P-10. Process Color Match	- Approved Prior to Production Samples/Furnished Electronic Media